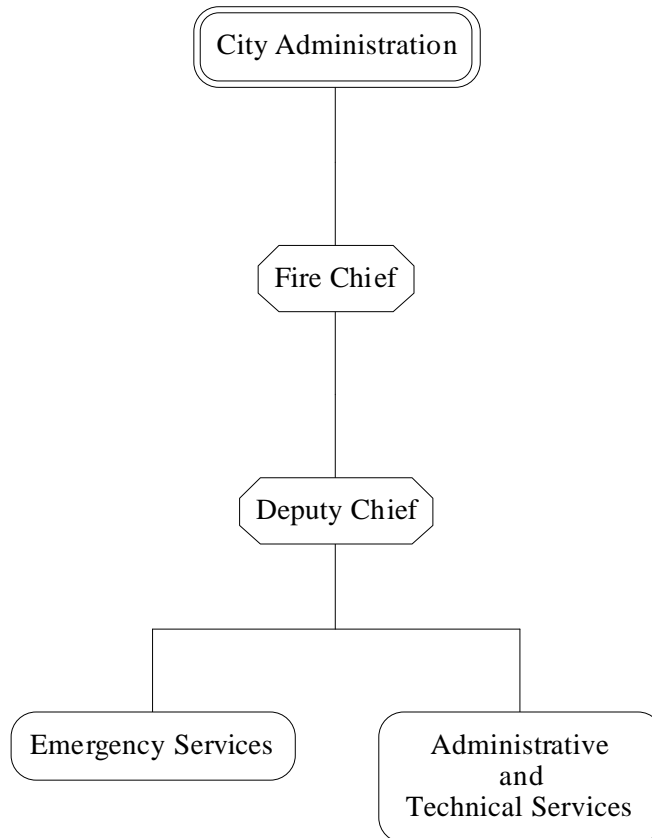


**CITY OF ANNAPOLIS**  
**Fire Department**

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## Fire Department Service Delivery Programs

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### Fund Support:

General Fund

### Description:

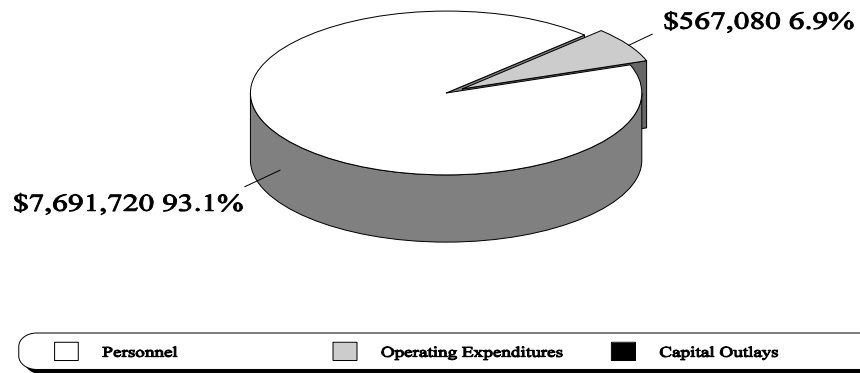
The Annapolis Fire Department is an all-hazards emergency service agency that provides the following services: fire suppression, emergency medical services, technical rescue response, hazardous materials technical response, response to weapons of mass destruction, marine rescue/firefighting and bomb squad services. These

services are carried out by three engine companies, two truck companies, and three advance life support paramedic units. The department utilizes a rescue/haz-mat squad dependent on staffing from an engine company and a fireboat dependent on staffing from a truck company. The Fire Marshal's Office Investigation Section provides the staff and equipment for bomb squad activities. The department provides the following non-emergency services: fire prevention/life safety, fire investigation and public education.

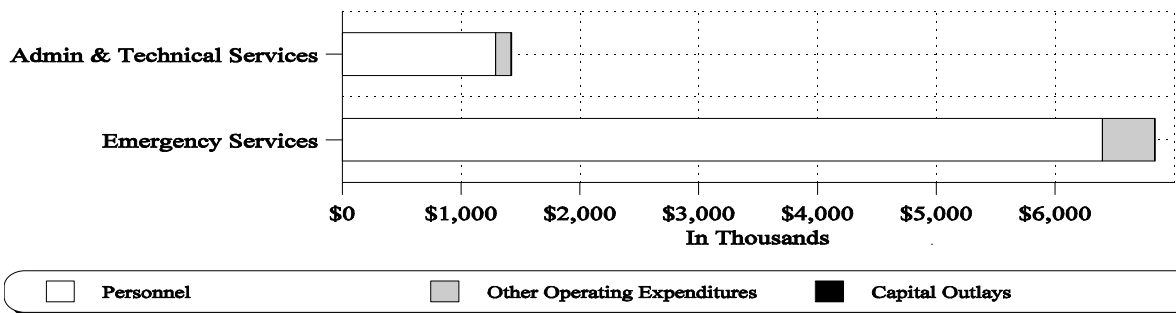
<i><b>Budget Summary</b></i>	<i><b>FY 2002 Actual</b></i>	<i><b>FY 2003 Adopted</b></i>	<i><b>FY 2004 Adopted</b></i>	<i><b>Percent Change</b></i>
Fire - Emergency Services	\$6,285,350	\$6,568,810	\$6,838,240	4.10%
Fire - Administrative and Tech. Services	1,295,250	1,354,840	1,420,560	4.85%
<b>Total Expenditures</b>	<b>\$7,580,600</b>	<b>\$7,923,650</b>	<b>\$8,258,800</b>	<b>4.23%</b>

<i><b>Budget Summary</b></i>	<i><b>FY 2002 Actual</b></i>	<i><b>FY 2003 Adopted</b></i>	<i><b>FY 2004 Adopted</b></i>	<i><b>Percent Change</b></i>
Personnel	\$6,789,160	\$7,356,570	\$7,691,720	4.56%
Other Operating Expenditures	632,720	567,080	567,080	0.00%
Capital Outlays	158,720	0	0	N/A
<b>Total Expenditures</b>	<b>\$7,580,600</b>	<b>\$7,923,650</b>	<b>\$8,258,800</b>	<b>4.23%</b>

### Fire Department *Budget By Expenditure Type*



### Fire Department *Budget By Division*



## Administrative & Technical Services

Fire Department

General Fund

The Administrative and Technical Services consists of the following offices: Fire Marshal's Office, Training/Safety Division and the administrative office's.

### ***Fire Marshal's Office:***

#### **Description:**

The mission is to preserve life from fire, explosion and other hazards through prevention, education, code enforcement and fire and explosion investigation. To enforce the City Code, the State Fire Prevention Code and the Fire Laws of Maryland.

#### **Goal:**

To reduce loss of life and property from fire and explosions through inspection, investigation, and public fire and life safety education.

#### **Objectives:**

- Ⓒ To maintain public education hours at 5 hours per week.
- Ⓒ Conduct public assembly (night) inspections in one third of the City's assembly occupancies.
- Ⓒ To maintain the current outside training hours of the three Fire Investigators.

#### **Performance Indicators:**

	<i>FY 2002</i> <u>Actual</u>	<i>FY 2003</i> <u>Adopted</u>	<i>FY 2004</i> <u>Goal</u>
Total number of inspections made . . . . .	2,946	2,700	2,700
Number of Public Education hours per week . . . . .	5	5	5
Number of Fire / Explosive Investigators . . . . .	2	3	3
Number of Public Assembly (Night) inspections . . . . .	10	60	60

<b><i>Budget Summary</i></b>	<b><i>FY 2002</i> <i>Actual</i></b>	<b><i>FY 2003</i> <i>Adopted</i></b>	<b><i>FY 2004</i> <i>Adopted</i></b>	<b><i>Percent</i> <i>Change</i></b>
Personnel	\$1,116,380	\$1,226,680	\$1,292,400	5.36%
Other Operating Expenditures	143,000	128,160	128,160	0.00%
Capital Outlays	35,870	0	0	N/A
<b>Total Expenditures</b>	<b>\$1,295,250</b>	<b>\$1,354,840</b>	<b>\$1,420,560</b>	<b>4.85%</b>

## Emergency Services

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Fire Department

General Fund

### **Description:**

To protect against injury or loss of life by fire, accident or hazardous condition and safeguarding of property through the prompt extinguishment, control or abatement of an incident utilizing resources provided by the Mayor and Council.

Emergency services consists of the eighty-seven personnel who staff the fire engines, truck companies, rescue truck, fireboat and medical units of the department. They are the first line of defense against the perils of fire, accident or hazardous conditions.

Other departments of the City use Emergency Services to accomplish tasks requiring the unique equipment of this department.

Emergency Services assists the Fire Marshal's Office in conducting in-service inspections and public education programs.

### **Goals:**

To provide immediate emergency service response to incidents including fire, emergency medical, rescue and hazardous conditions.

To provide a safe environment on emergency incidents by applying our risk management principles as follows:

We will risk ourselves a lot, within a structured plan to save a savable life.

We will risk ourselves a little, within a structured plan to save savable property.

We will not risk ourselves at all to attempt to save lives or property that are already lost.

### **Objectives:**

To respond to all emergencies with an average response time of five minutes or less and in seven

minutes or less ninety percent of the time. Time is calculated from the time the company receives the call via the dispatch system until it arrives at the incident scene.

To provide a deployment of no less than four firefighters on each Truck Company.

### **Accomplishments:**

The department has thirty-four Hazardous Materials (Haz-Mat) Technicians that are fully operational. This exceeds the goal of thirty.

The department has upgraded all of its Self Contained Breathing Apparatus (SCBA).

The department has published its upgraded Standard Operating Procedures.

The department became fully accredited with the Commission on Fire Accreditation International.

### ***Emergency Medical Services:***

#### **Description:**

Responsible for providing emergency health care, rescue, and related services to the citizens and visitors of the City of Annapolis, and for providing transportation to the closest appropriate health care facility.

#### **Goals:**

Respond to all 911 calls requesting rescue services, emergency health care and/or emergency transportation, in a timely manner, with personnel trained and equipped to provide the needed service at a level that meets or exceeds recognized standards.

Provide public education and participate in other activities to enhance the safety and well being of all who reside in or visit the Annapolis area.

## Emergency Services

- continued -

Conduct the departmental infection control program to comply with OSHA regulations.

Initiate an Hispanic outreach program to better meet the needs of this growing segment of our population.

### Objectives:

Consistently achieve emergency response times that meet or exceed the nationally recognized standard.

Maintain the vehicles and equipment necessary to provide ALS service that meets or exceeds regional standards.

Staff and maintain each of the first line ALS

units with two Maryland certified paramedics at all times, with at least one provider per unit being at the paramedic level.

Equip and maintain a fourth ALS unit for use in special events and as a reserve unit.

Maintain an adequate number of certified CPR instructors to meet or exceed increasing citizen demand for this training.

Complete annual tuberculosis testing on all departmental members to comply with OSHA/CDC regulations.

Provide semi-annual Spanish language training for all ALS providers and make available CPR training for Spanish speaking citizens.

### Performance Indicators:

	<i>FY 2002</i> <u>Actual</u>	<i>FY 2003</i> <u>Adopted</u>	<i>FY 2004</i> <u>Goal</u>
Truck company staffing . . . . .	2.7	3	4
Hazardous Materials Technicians . . . . .	18	34	N/A
Percent of Emergency response times within seven minutes . . . . .	N/A	90	90
Self Contained Breathing Apparatus upgrade . . . . .	N/A	Completed	N/A
ALS response time in minutes (city only) . . . . .	4.39	4.5	4.5
ALS response time in minutes (all areas) . . . . .	4.63	5.5	5.5
Number of fully equipped paramedic units . . . . .	4	4	4
Number of certified ALS personnel . . . . .	26	30	30
Number of CPR instructors . . . . .	15	17	18
Number of personnel tested for Tuberculosis . . . . .	0	96	98
Spanish language training hours for ALS providers . . . . .	0	0	120
CPR training sessions for Spanish speaking citizens . . . . .	0	1	2

<i>Budget Summary</i>	<i>FY 2002</i> <i>Actual</i>	<i>FY 2003</i> <i>Adopted</i>	<i>FY 2004</i> <i>Adopted</i>	<i>Percent</i> <i>Change</i>
Personnel	\$5,672,780	\$6,129,890	\$6,399,320	4.40%
Other Operating Expenditures	489,720	438,920	438,920	0.00%
Capital Outlays	122,850	0	0	N/A
<b>Total Expenditures</b>	<b>\$6,285,350</b>	<b>\$6,568,810</b>	<b>\$6,838,240</b>	<b>4.10%</b>

## Fire Department Staffing Summary

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	<i>FY 2002 Actual</i>		<i>FY 2003 Adopted</i>		<i>FY 2004 Adopted</i>	
	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>	<i>Perm</i>	<i>Temp</i>
Fire - Civilian	4	0	4	0	5	0
Fire - Uniformed	95	0	99	0	98	0
<b>Department Total</b>	<b>99</b>	<b>0</b>	<b>103</b>	<b>0</b>	<b>103</b>	<b>0</b>

### Staffing Summary By Position - FY 2004 Permanent Positions

	<u>Total FTE</u>		<u>Total FTE</u>
<i>Emergency Services:</i>		<i>Administrative and Technical Services:</i>	
Fire Battalion Chief .....	3	Fire Chief .....	1
Fire Captain .....	3	Deputy Fire Chief .....	1
Fire Lieutenant .....	12	Fire Battalion Chief .....	1
EMS Lieutenant .....	3	Fire Captain .....	2
Firefighter 1/C .....	27	EMS Captain .....	1
Firefighter .....	39	Fire Investigator (Lieutenant) .....	1
		Fire Marshal Lieutenant .....	1
		Fire Investigator (Firefighter 1/c) .....	1
		Inspector (Firefighter 1/c) .....	2
		Civilian:	
		Inspector .....	1
		Administrative Office Associate .....	1
		Fire Administrative Officer .....	1
		Fire Apparatus Maintenance Specialist ..	1
		Office Associate IV .....	1

*Note: A combination of firefighters and Firefighter 1/C, for a total of 27, are Paramedic positions.*